
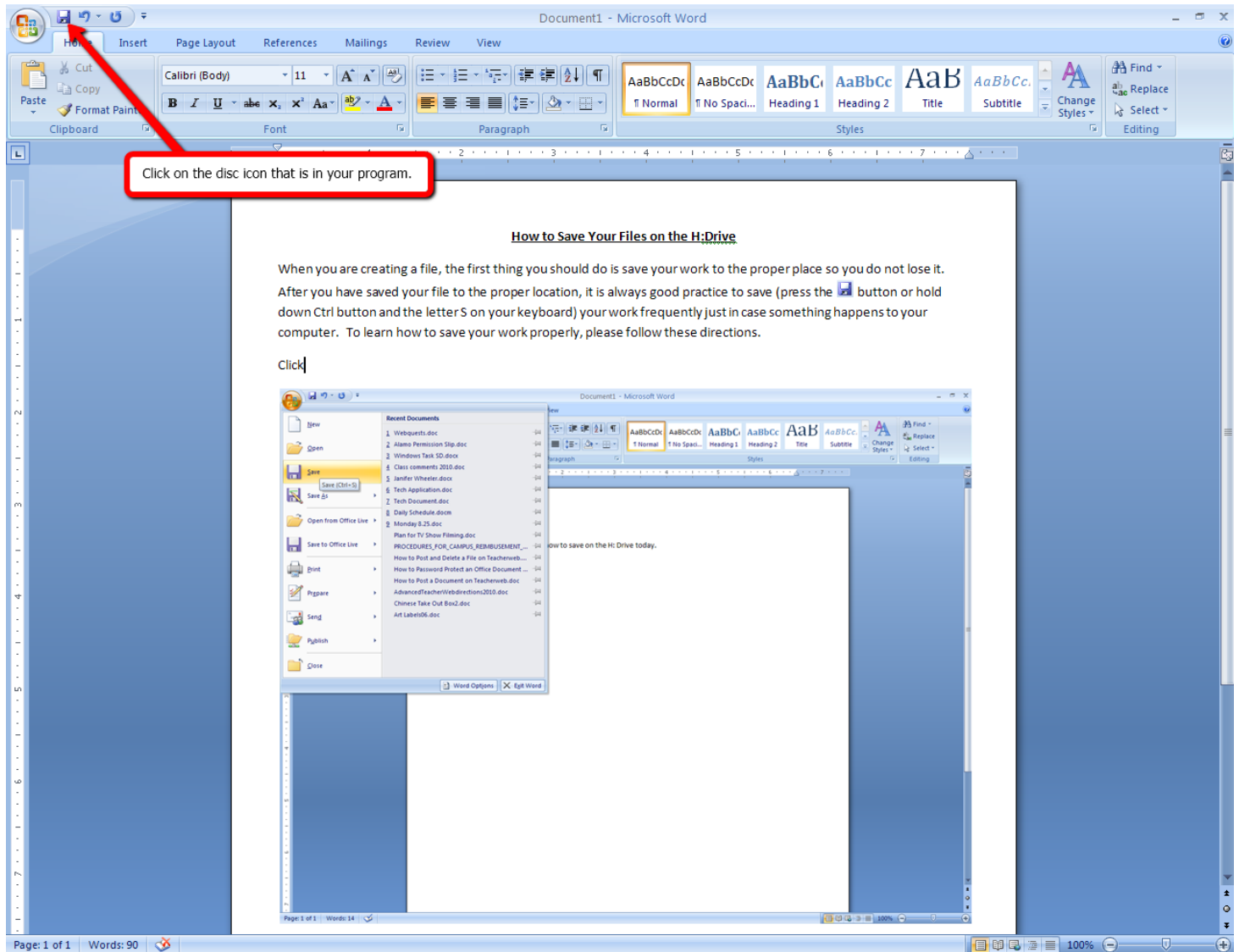


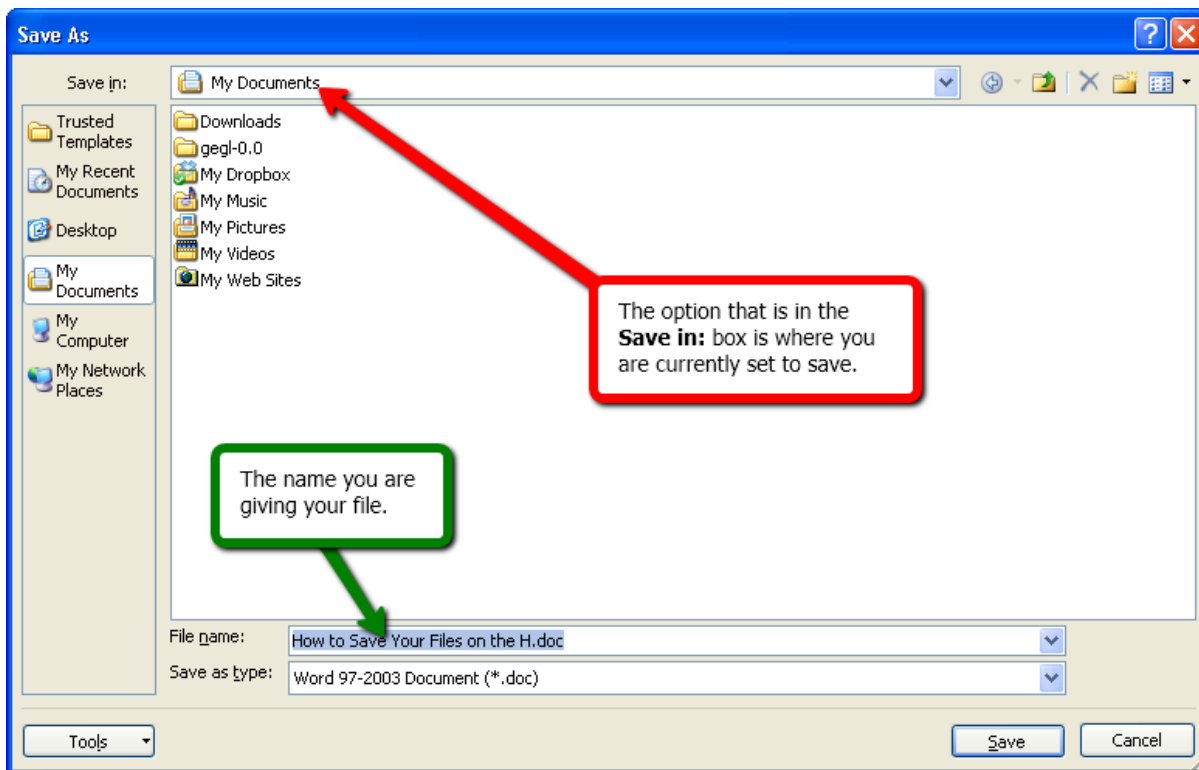
How to Save Your Files on the H:Drive

When you are creating a file, the first thing you should do is save your work to the proper place so you do not lose it. After you have saved your file to the proper location, it is always good practice to save (press the save button  or hold down Ctrl button and the letter S on your keyboard) your work frequently just in case something happens to your computer. To learn how to save your work properly, please follow these directions.

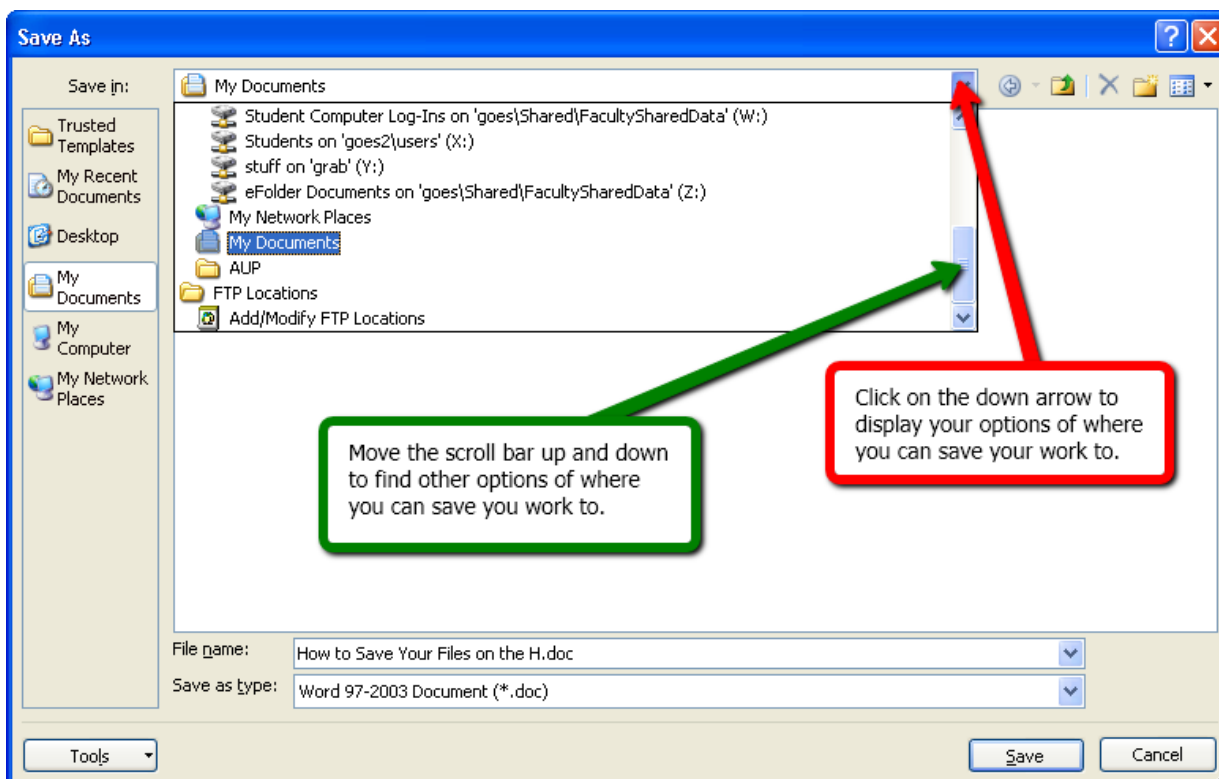
Click the disc icon that is in your program:



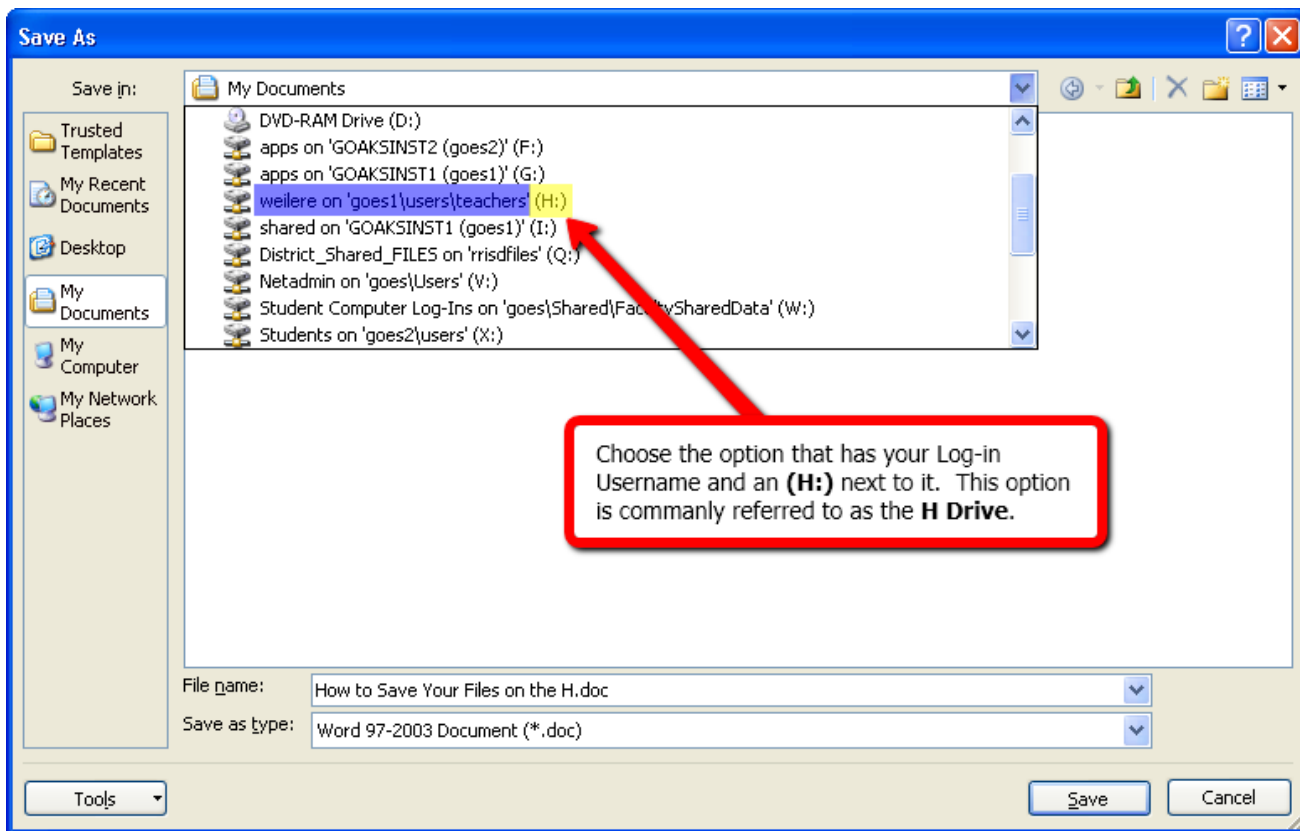
A window will appear asking where you would like to save your file to and what you would like to name your file. Currently, it is set to save in the **My Documents** location which is on the computer. This is not where I want to save it to. I want to save it to the network so that if something happens to the computer, my work is not lost:



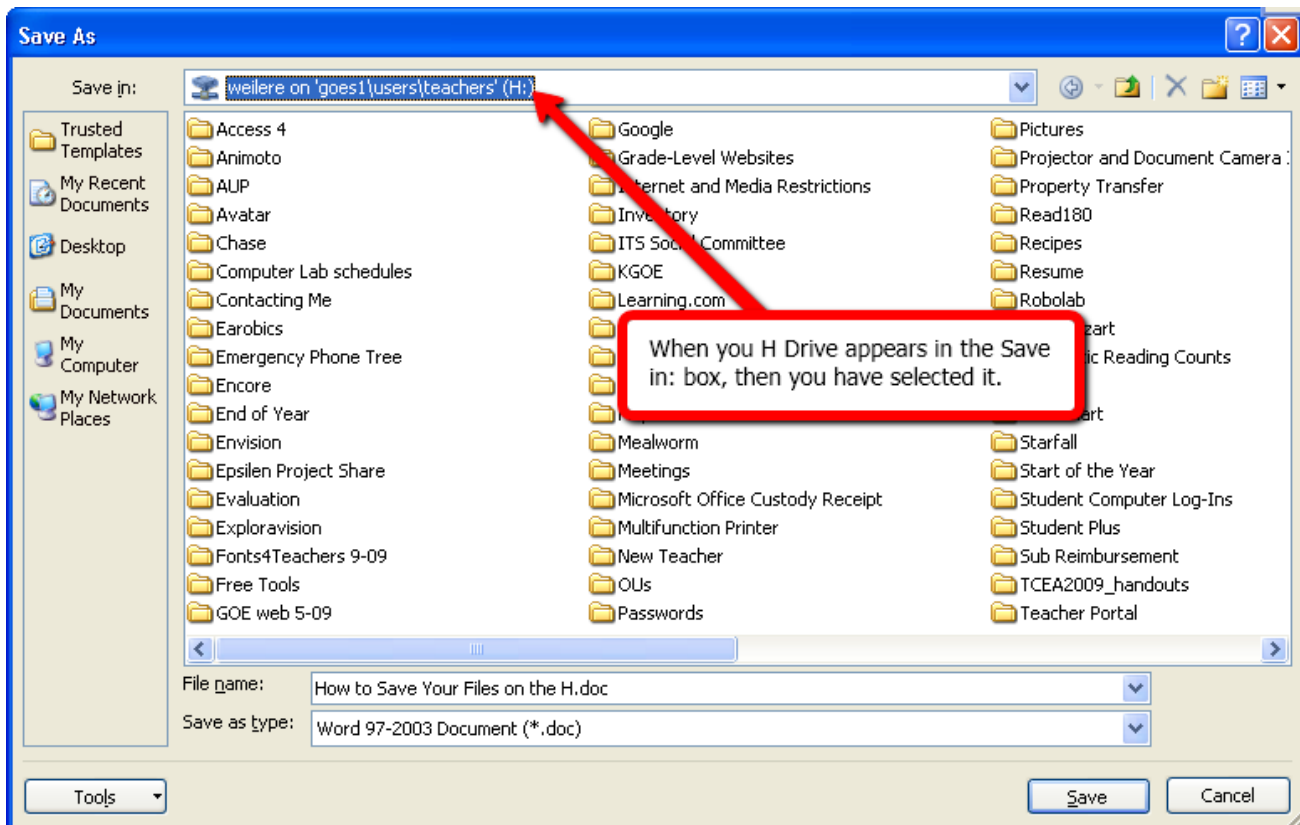
Click on the down arrow next to the **Save in:** box to display the options you have available. Use the scroll bar to browse through your options:



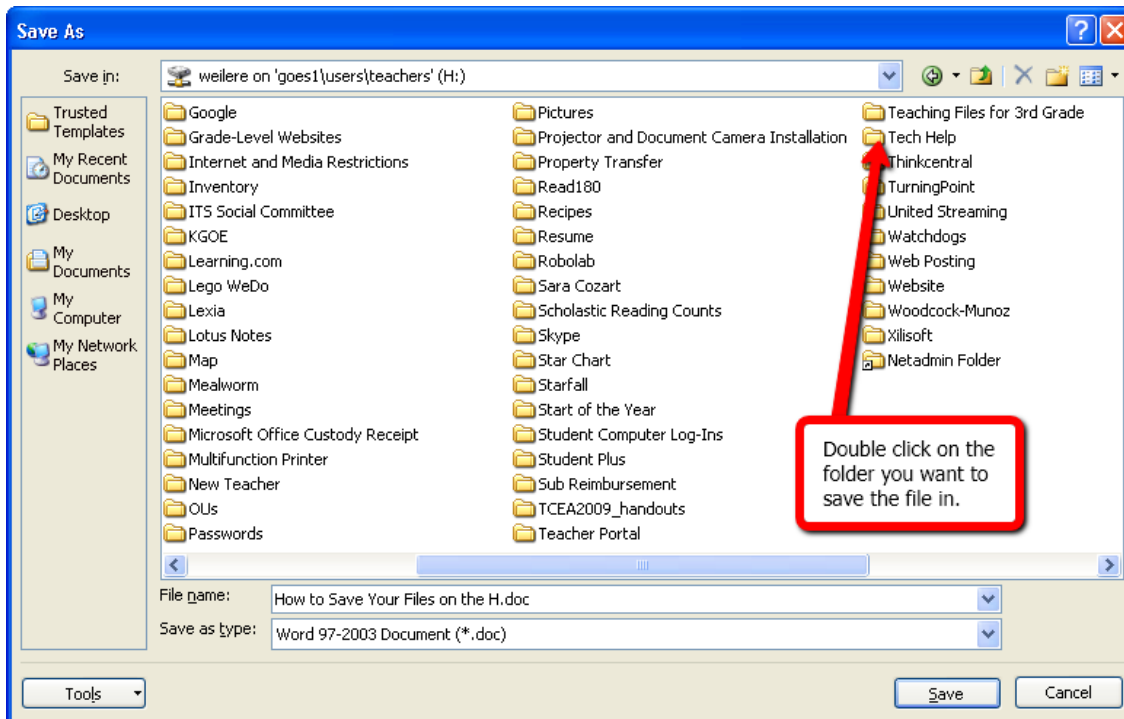
Scroll through the options and look for the one that has your network log-in username and an **(H:)** next to it. This option is your place on the network. It is commonly referred to as the **H Drive**. You will know that you are on this option when the words appear to be highlighted in blue. Left click one time on this location to select it:



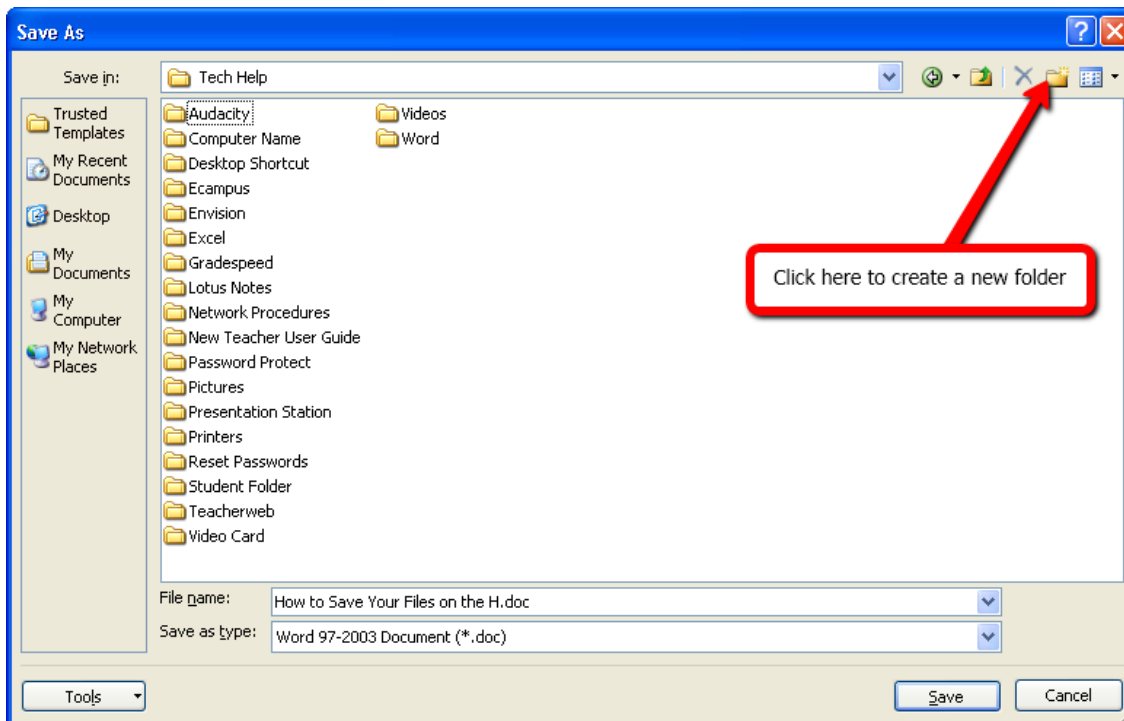
When your **H Drive** appears in the **Save in:** box, then you have selected it:



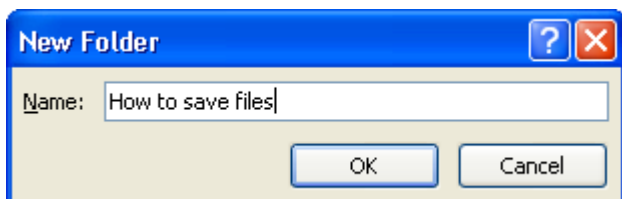
Double click on the folder you want to save the file in:



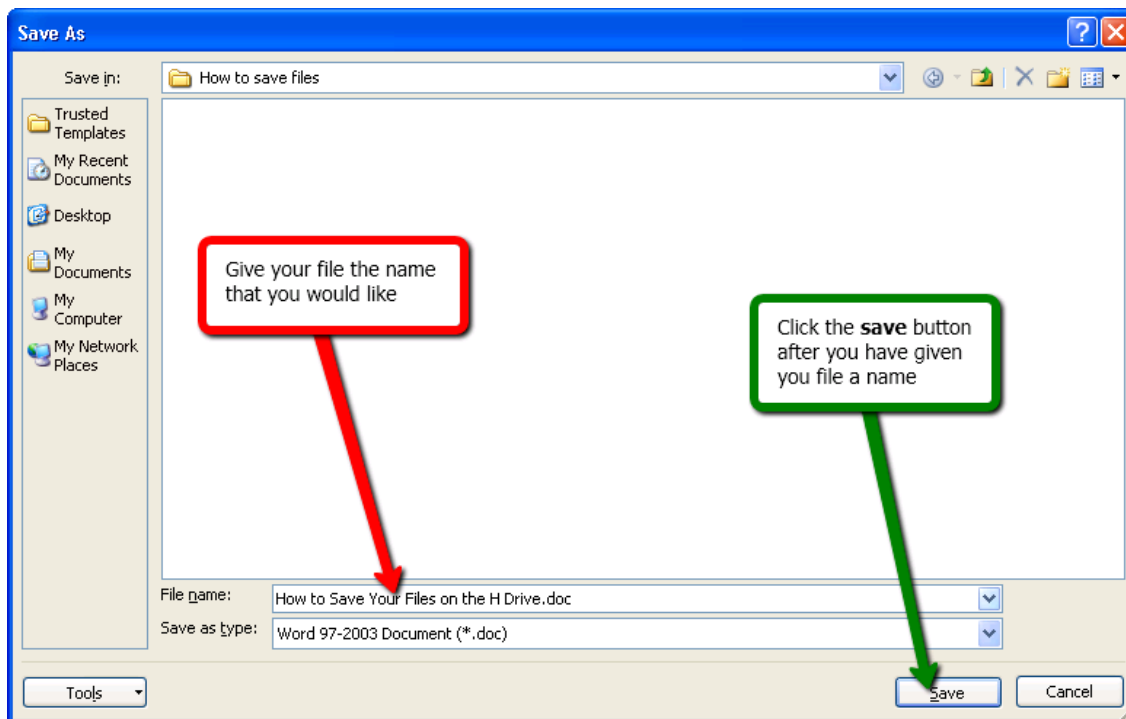
If you need to create a new folder, left-click on the new folder icon:




Enter the name of the new folder in the box that appears and click **OK**:



Give the file the name that you would like and click the **save** button:



Your file is now saved on the **H Drive** in your personal network folder. It would be wise to frequently select the save button  or hold down Ctrl key and the S key on your keyboard just in case something happens to your computer. You will know your work is being saved if you click save and a message appears indicating that your work is being saved:

